

Curriculum Standards

CSD Training Advisory Committee

September 17, 2003

The following standards have been created with the intent of broadly guiding the curriculum development process of the TAC workgroups and providing principles to which all curricula generated for CSD should adhere.

1. Curricula should be designed to accommodate a variety of learning styles. Materials and activities should be incorporated into the final product that appeal to auditory, visual, and kinesthetic learners alike.
2. Curricula should incorporate a variety of instructional methods and media including, but not limited to, RoboDemos, PowerPoint presentations, activities, mini-lectures, group discussions, demonstrations, and hands-on simulations. PowerPoint presentations are just one method of presenting materials and should not be relied upon as the primary training tool.
3. Each course (or for larger courses, each module) should have specific and measurable learning objectives. Learning objectives should be developed based on *Guidelines for Writing Learning Objectives*, a document approved by the TAC.
4. Curricula should be developed with an emphasis on the accuracy and completeness of content. Content that supports the learning objectives will drive the length of the course. Courses should not be developed to fit a predetermined time limit.
5. Pre- and post-tests should be created for all courses based on key content that has been presented during the course. Pre- and post-test items should be developed based on *Guidelines for Creating Pre- and Post-Tests*, a document approved by the TAC.
6. Final curricula should be prepared using the instructional plan format agreed on by the TAC. This format includes learning objectives, trainer tips and notes, instructional strategies, resources such as handouts or other materials prepared to aid the trainer in presenting the material and facilitating learning, and the amount of time required to facilitate the training.
7. The style and format of all supporting materials whether they be participant manuals, tests, PowerPoint slides, etc. should be kept simple. Embellishments such as clipart or audio and visual effects should be minimal, professional, and relevant to the content of the materials.